

INTRODUCTION

The Michigan Department of State licenses and regulates motor vehicle dealers. This Dealer Manual provides information about dealers' requirements under the *Michigan Vehicle Code* (Public Act 300 of 1949, as amended) in an easy-to-follow format. It is also designed to instruct dealers about how to complete certain types of documents and about the proper maintenance of dealer records.

All vehicle dealers are expected to be familiar with the laws and regulations that govern their businesses. **If you have a question, check this manual first.**

Dealers should review the Dealer Manual and familiarize their staff with its contents and layout. The chapters and sections of the Dealer Manual are arranged by topic, with an index and helpful appendices at the end. The information in this Dealer Manual is not protected by copyright, and may be reproduced in part or in whole, as needed.

Changes in law or policy may require periodic updates to the Dealer Manual. Revised chapters are no longer mailed to licensees, but will be placed on the Michigan Department of State's Web site (www.Michigan.gov/sos) with revision dates for comparison. Any corresponding chapters in your Dealer Manual having dates that do not match the revision dates should be removed and replaced.

Issues that significantly impact dealers and their businesses are typically announced in Dealer Bulletins and Dealer Newsletters. These resources are also available online. Please check the Department of State's Web site frequently to ensure your dealer resources are up to date.

IMPORTANT NOTE: If a conflict appears between the language of this manual and the language of Michigan law, the law will prevail. Please refer to specific statute or consult an attorney if any conflict is perceived or encountered. The Michigan Vehicle Code can be accessed online at www.michiganlegislature.org

Because of space limitations, the Dealer Manual only highlights basic requirements for Michigan dealers. It does not attempt to identify or explain every requirement of applicable law, rule or policy.